

Utah Department of Health, Bureau of Child Care Licensing
Child Care Center Annual Unannounced Inspection Checklist K

Center Name: _____ **Center Phone #:** _____

Address: _____ **Center ID #** _____

Director (or Designee): _____ **Licensed Capacity:** _____ **Licensed Capacity Under Age 2:** _____

Licensing Specialist(s): _____ **# Classrooms:** _____

Inspection Date: ____/____/____ **Start Time:** _____ am / pm **End Time:** _____ am / pm **License Expiration Date** ____/____/____

GENERAL INDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
Capacity, Supervision, & Ratios		Level
K1. Total # of children present exceed total licensed capacity? (Observe.) 2-4(4)(c)		1
K2. Total # of children present under age two exceed licensed capacity? (Observe.) 2-4(4)(c)		1
K3. Are children in shared areas of the center supervised? (Observe.) 100-11(1)		1
K4. Are required caregiver to child ratios maintained for children in shared areas of the center? (Observe) 100-11(4) for single age groups. 100-11(6) for mixed age groups.		1, 2, 3
K5. For centers not built prior to 1/1/04 and licensed as a child care center continuously since then, are group size requirements met in shared areas of the center? (Observe.) 100-11(4) for single age groups. 100-11(6) for mixed age groups.		1, 2, 3
Children's Restrooms		Level
K6. Are restrooms clean and sanitary? (Observe.) 100-5(1) and 100-5(2)		1, 2, 3
K7. Are restrooms free of insects, rodents, and other vermin? 100-5(3)		1, 2, 3
K8. Are restrooms free of unstable heavy equipment, furniture, or other items that children could pull down on themselves? (Observe.) 100-12(3)		1
Are the following items inaccessible to children? (Observe all.)		1
K9. Firearms, ammunition, and other weapons? 100-12(4)(a)		
K10. Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)		1, 2
K11. When in use, portable space heaters, fireplaces, and wood burning stoves? 100-12(4)(c)		1
K12. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials? 100-12(4)(d)		1, 2
K13. Matches or cigarette lighters? 100-12(4)(f)		1
K14. Open flames? 100-12(4)(g)		1
K15. Sharp objects, edges, corners, or points which could cut or puncture skin? 100-12(4)(h)		1, 3
K16. For children age 4 and under, strings and cords long enough to encircle a child's neck? 100-12(4)(i)		1, 3
K17. For children age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 100-12(4)(j)		1, 3

GENERAL INDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
K18. For children under age 3, choking hazards (objects less than 1-1/4" and 2-1/4")? 100-12(4)(k)		1
K19. Are toxic or hazardous chemicals stored in a container labeled with its contents? (Observe.) 100-12(5)		1, 2
Food Service & Kitchen		Level
K20. Is the kitchen clean and sanitary, except for normal daily food preparation in progress? (Observe.) 100-5(1)		2, 3
K21. Is the kitchen free of insects, rodents, and other vermin? (Observe.) 100-5(3)		1, 2, 3
K22. If there are any children in care with food allergies or sensitivities, is a list of these allergies or sensitivities posted in the food preparation area? (Ask and observe.) 100-15(4)		1, 2
Medications (N/A for this section if the center does not administer medications.)		Level
K23. Are all refrigerated medications stored in a covered container with a tight fitting lid? (Observe.) 100-17(3)		1, 2
K24. Are all non-refrigerated medications inaccessible to children and stored in a container or area that is locked, such as a locked room, cupboard, drawer, or a lockbox? (Observe.) 100-17(3)		1, 2

GENERAL OUTDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
General		Level
K25. Is the outdoor play area free of dangerous insects, rodents, and other vermin? (For example, a wasp's nest.) 100-5(3)		1, 2, 3
K26. If there are children on the playground, are they being actively supervised to minimize the risk of injury to children? (Observe.) 100-11(2) Are infants or toddlers mixed with older children on the same playground (except for two's, if the center has a variance)? 100-24(2)		1
K27. Are entrances, exits, steps and outside walkways maintained in a safe condition, and free of ice, snow, and other hazards? (Observe, and ask about what happens in bad weather.) 100-5(5)		1, 2
K28. Is the outdoor play area free of trash, animal excrement, harmful plants, objects, or substances, and standing water? (Observe.) 100-6(8)		1, 2, 3
K29. Do children in the outdoor play area have an outdoor source of drinking water, such as a drinking fountain, individually labeled water bottles, or a pitcher of water and individual cups that are taken outside, whenever the outside temperature is 75 degrees or higher? (Ask if not observed.) 100-6(11)		1, 2
Wading & Swimming Pools (N/A for this section if the center does not have wading or swimming pools.)		Level
K30. Is there always a caregiver at the pool supervising children whenever there is water in the pool? (Ask and observe.) 100-6(9)(a)		1
K31. Do diapered children always wear swim diapers or rubber pants while in the pool? (Ask and observe.) 100-6(9)(b)		2
K32. Is the pool emptied and sanitized after each use by a separate group of children? (Ask and observe.) 100-6(9)(c)		2
Is there a swimming pool on the premises that is not emptied after each use? If yes: K33. Is the pool enclosed within a fence or other solid barrier at least six feet high that is kept locked whenever the pool is not in use? (Ask and observe.) 100-6(7)(a)		1
K34. Does the pool appear to be maintained in a safe manner? (Observe.) 100-6(7)(b)		1

GENERAL OUTDOOR INSPECTION ITEMS		✓ = Compliance O = Noncompliance N/A = Not Applicable
K35. If the pool is over 4 feet deep and is in use, is there a Red Cross or equivalent certified lifeguard on duty any time children have access to the pool? (Ask and observe.) 100-6(7)(d)		1

OWNER / DIRECTOR INTERVIEW QUESTIONS		✓ = Compliance O = Noncompliance N/A = Not Applicable
Personnel & Staffing		Level
K36. Are you aware of any staff at the center having been arrested, charged, or convicted of a felony or misdemeanor? 6-6(7)		1
Animals		Level
K37. Have any of the animals at the center ever bitten anyone, or displayed any other dangerous or aggressive behavior? (Ask and observe.) 100-22(4)		1

STAFF RECORD REVIEW ITEMS FOR ANY NEW STAFF	S-1	S-2	S-3	S-4	S-5	
Name						
						Level
K38. Does the center have a cleared initial CBS/MIS form, received within 5 days, for all staff hired since their last annual announced inspection? 100-9(1)(i)(iii) and 6(5)(3)						1, 2, 3
K39. Does the center have documentation of orientation training for any new caregivers, in all required topics? 100-9(1)(i)(vi) and 100-7(7)(a)-(k) (See Orientation Training Feedback Form.)						2, 3

INDIVIDUAL CLASSROOM INSPECTION ITEMS – AGE 2 AND OLDER	✓ = Compliance O = Noncompliance N / A = Not Applicable																													
	Classroom																													
Ratios & Supervision						Level																								
K40. Are all children in the group being directly supervised by a caregiver? (Observe.) 100-11(1) and 100-11(2)						1																								
K41. Are there enough caregivers to meet required caregiver to child ratios, and does the total number of children present in the center not exceed the center's total licensed capacity, including the licensed capacity for children under age 2? If it is a mixed age group, what age are the majority of the children? (Ask and observe.) 100-11(4) for single age groups. 100-11(6) for mixed age groups. R430-2-4(4)(c) for total licensed capacity.						1, 2, 3																								
Minimum Caregiver to Child Ratios and Group Sizes for Single Age Groups <table border="0"> <thead> <tr> <th>Ages of Children</th><th># of Caregivers</th><th># of Children</th><th>Max. Group Size</th></tr> </thead> <tbody> <tr> <td>Birth – 23 months</td><td>1</td><td>4</td><td>8</td></tr> <tr> <td>2 years old</td><td>1</td><td>7</td><td>14</td></tr> <tr> <td>3 years old</td><td>1</td><td>12</td><td>24</td></tr> <tr> <td>4 years old</td><td>1</td><td>15</td><td>30</td></tr> <tr> <td>5 years old & school age</td><td>1</td><td>20</td><td>40</td></tr> </tbody> </table>	Ages of Children	# of Caregivers	# of Children	Max. Group Size	Birth – 23 months	1	4	8	2 years old	1	7	14	3 years old	1	12	24	4 years old	1	15	30	5 years old & school age	1	20	40	Class Name:	Class Name:	Class Name:	Class Name:	Class Name:	
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K42. Are infants or toddlers mixed with older children? (Observe.) 100-24(1) (Toddlers may be mixed with twos if the center has a variance.)						1																								
K43. For centers not built prior to 1/1/04 and licensed as a child care center continuously then, are group size requirements met in shared areas of the center? (Observe.) 100-11(4) for single age groups. 100-11(6) for mixed age groups.						1, 2, 3																								

INDIVIDUAL CLASSROOM INSPECTION ITEMS – AGE 2 AND OLDER	✓ = Compliance O = Noncompliance N / A = Not Applicable					
	Classroom					
Physical Environment						Level
K44. Does the room appear clean and sanitary, except for normal daily messes? (Observe.) 100-5(1)						2, 3
K45. Are classrooms free of insects, rodents, and other vermin? 100-5(3)						
K46. Are the ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in the classroom in good repair, to prevent injury to children? (Observe.) 100-5(4)						1, 2, 3
K47. Is there adequate light intensity for the safety of children and the type of activity? (Observe.) 100-4(9)						2, 3
K48. Is the indoor temperature between 65 and 82 degrees Fahrenheit? (Observe.) 100-4(8)						2, 3
Safety Hazards						Level
K49. Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves? (Observe.) 100-12(3)						1
Are the following items inaccessible to children? (Observe all.)						1
K50. Firearms, ammunition, and other weapons? (Firearms must be stored separately from ammunition, in a locked cabinet or area, unless the use is in accordance with the Utah Concealed Weapons Act, or as otherwise allowed by law.) 100-12(4)(a)						
K51. Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)						1, 2
K52. When in use, portable space heaters, fireplaces, and wood burning stoves? 100-12(4)(c)						1
K53. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials? 100-12(4)(d)						1, 2
K54. Matches or cigarette lighters? 100-12(4)(f)						1
K55. Open flames? 100-12(4)(g)						1
K56. Sharp objects, edges, corners, or points which could cut or puncture skin? 100-12(4)(h)						1, 3
K57. For children age 4 and under, strings and cords long enough to encircle a child's neck, such as those found on pull toys, window blinds, or drapery cords? 100-12(4)(i)						1, 3
K58. For children age 4 and under, plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 100-12(4)(j)						1, 3
K59. For children under age 3, choking hazards (objects less than 1-1/4" and 2-1/4")? 100-12(4)(k)						1
K60. Are toxic or hazardous chemicals stored in a container labeled with its contents? (Observe.) 100-12(5)						1, 2
K61. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger 3' in height or less? (Observe.) 100-12(9)						1, 2
K62. Elevated designated play surface less than 18" in height surrounded by cushioning material, such as mats at least 1" thick, in a 3' use zone? (Observe.) 100-12(9)(a)						1

INDIVIDUAL CLASSROOM INSPECTION ITEMS – AGE 2 AND OLDER	✓ = Compliance O = Noncompliance N / A = Not Applicable					
	Classroom					
K63. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone? (Observe.) 100-12(9)(b)						1
K64. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 3 and older 5½' in height or less? (Observe.) 100-12(10)						1, 2
K65. Elevated designated play surface less than 3' in height surrounded by protective cushioning material, such as mats at least 1" thick, in a 6' use zone? (Observe.) 100-12(10)(a)						1
K66. Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone? (Observe.) 100-12(10)(b)						1
Handwashing						Level
K67. Do caregivers wash their hands thoroughly with liquid soap and running water after using the toilet or helping a child use the toilet? (Observe.) 100-16(1)(a)-(i)						1, 2
Sleeping Equipment						Level
K68. Does sleep equipment block exits? (Ask or observe.) 100-18(11)						1
Discipline						Level
Do caregivers use any of the following discipline methods? (Observe for all.)						1
K69. Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort? 100-19(4)(a)						
K70. Restraining a child's movement by binding, tying, or any other form of restraint? 100-19(4)(b)						1
K71. Shouting at children? 100-19(4)(c)						1
K72. Any form of emotional abuse? 100-19(4)(d)						1
K73. Forcing or withholding of food, rest, or toileting? 100-19(4)(e)						1
K74. Confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage? 100-19(4)(f)						1
CAREGIVER INTERVIEW QUESTIONS (For new caregivers hired since the Annual Announced Inspection)						Level
K75. What do you do if you suspect a child has been abused or neglected? If you report it to the director, how do you follow-up to ensure it is reported to CPS, if after discussion with the director you still suspect abuse or neglect? 100-8(11)(b)(i)-(ii) and 100-14(2)						1, 3
K76. Do you have any children in your group who have food allergies? 100-15(4)						1, 2
K77. How do you discipline children who misbehave? 100-8(11)(b)(i)-(ii), 100-19(4)(a), 100-19(4)(b), 100-19(4)(c), 100-19(4)(d), 100-19(4)(e), and 100-19(4)(f)						1, 3

DIAPERING INSPECTION ITEMS	✓ = Compliance O = Noncompliance				
	Classroom				Level
K78. Is each diapering station equipped with railings to prevent a child from falling? (Observe.) 100-23(2)					2
K79. Do caregivers clean and sanitize the diapering surface after each diaper change? (Ask or observe.) 100-23(6)					1, 2
K80. Do caregivers wash their hands after each diaper change? (Ask or observe.) 100-23(7)					1, 2
K81. Do caregivers ever leave children unattended on the diapering surface? (Ask or observe.) 100-23(3)					1, 2

INFANT / TODDLER CLASSROOM INSPECTION ITEMS	✓ = Compliance O = Noncompliance				
	Classroom				Level
K82. Are all children in the group being directly supervised by a caregiver? (Observe.) 100-11(1) and 100-11(2)					1
K83. Are there enough caregivers to meet required caregiver to child ratios, and does the total number of children present under age 2 not exceed the center's total licensed capacity for children under age 2? (Observe.) 100-11(4) for ratios. 4(4)(c) for total licensed capacity under age 2.					1
K84. For centers not built prior to 1/1/04 and licensed as a child care center continuously then, are group size requirements met in shared areas of the center? (Observe.) 100-11(4)					1
K85. Are infants or toddlers mixed with older children? (Observe.) 100-24(1) (Toddlers may be mixed with twos if the center has a variance.)					1
Physical Environment					Level
K86. Does the room appear clean and sanitary, except for normal daily messes? (Observe.) 100-5(1)					2, 3
K87. Are classrooms free of insects, rodents, and other vermin? 100-5(3)					
K88. Are the ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in the classroom in good repair, to prevent injury to children? (Observe.) 100-5(4)					1, 2, 3
K80. Do mobile infants and toddlers have freedom of movement in a safe area? (Observe.) 100-24(21)					1, 2
K90. Are there safe toys accessible to infants and toddlers to stimulate their healthy development? Are there enough toys for each child in the group to be engaged in play with toys? (Observe.) 100-24(22)					1, 2
K91. Is there adequate light intensity for the safety of children and the type of activity? (Observe.) 100-4(9)					
K92. Is the indoor temperature between 65 and 82 degrees Fahrenheit? (Observe.) 100-4(8)					
Safety Hazards					Level
K93. Is the room free of unstable heavy equipment, furniture, or other items that children could pull down on themselves? (Observe.) 100-12(3)					1

INFANT / TODDLER CLASSROOM INSPECTION ITEMS	✓ = Compliance O = Noncompliance				
	Classroom				Level
Are the following items inaccessible to children? (Observe all.)					1
K94. Firearms, ammunition, and other weapons? (Firearms must be stored separately from ammunition, in a locked cabinet or area, unless the use is in accordance with the Utah Concealed Weapons Act, or as otherwise allowed by law.) 100-12(4)(a)					
K95. Tobacco, alcohol, illegal substances, and sexually explicit material? 100-12(4)(b)					1, 2
K96. When in use, portable space heaters, fireplaces, and wood burning stoves? 100-12(4)(c)					1
K97. Toxic or hazardous chemicals such as cleaners, insecticides, lawn products, and flammable materials? 100-12(4)(d)					1, 2
K98. Matches or cigarette lighters? 100-12(4)(f)					1
K99. Open flames? 100-12(4)(g)					1
K100. Sharp objects, edges, corners, or points which could cut or puncture skin? 100-12(4)(h)					1, 3
K101. Strings and cords long enough to encircle a child's neck, such as those found on pull toys, window blinds, or drapery cords? 100-12(4)(i)					1, 3
K102. Plastic bags large enough for a child's head to fit inside, latex gloves, and balloons? 100-12(4)(j)					1, 3
K103. Choking hazards (objects less than 1-1/4" and 2-1/4")? 100-12(4)(k)					1
K104. Are toxic or hazardous chemicals stored in a container labeled with its contents? (Observe.) 100-12(5)					1, 2
K105. Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children age 2 and younger 3' in height or less? (Observe.) 100-12(9)					
K106. Elevated designated play surface less than 18" in height surrounded by cushioning material, such as mats at least 1" thick, in a 3' use zone? (Observe.) 100-12(9)(a)					
K107. Elevated designated play surface that is 18" to 3' feet in height surrounded by mats at least 2" thick, or cushioning that meets ASTM Standard F1292, in a 3' use zone? (Observe.) 100-12(9)(b)					
K108. Do infants and toddlers have access to objects made of styrofoam? (Observe.) 100-24(17)					2
Equipment					Level
K109. Do high chairs have T-shaped safety straps or devices that are used whenever a child is in the chair? (Ask if not observed.) 100-12(8)					1
K110. Are there any infant walkers with wheels? (Observe.) 100-24(16)					1
Feeding Children					Level
K111. Are any infant bottles propped? (Ask and observe. A caregiver must hold and feed any infant who is not able to sit upright and hold their own bottle.) 100-24(3)					2
K112. Are high chair trays cleaned and sanitized prior to each use? (Ask and observe.) 100-24(4)					2
K113. Are solid foods for infants cut into pieces no larger than 1/4" in diameter, and solid foods for toddlers cut into pieces no larger than 1/2" in diameter? (Ask or observe.) 100-24(5)					1, 2

INFANT / TODDLER CLASSROOM INSPECTION ITEMS	✓ = Compliance O = Noncompliance				
	Classroom				Level
K114. Are heated bottles shaken and tested for temperature before being fed to children? (Observe.) 100-24(8)					1
K115. Are all pacifiers, bottles, and non-disposable drinking cups labeled with each child's name, and not shared? (Observe.) 100-24(9)					3
Napping					Level
K116. Does sleep equipment block exits? (Ask or observe.) 100-18(11)					1
K117. Do any infant cribs have strings, cords, ropes, or other entanglement hazards strung across the crib rails? (Observe.) 100-24(12)(d)					1
K118. Do infants sleep in equipment designed for sleep such as a crib, bassinet, porta-crib or play pen? Are infants placed to sleep on mats or cots, or in bouncers, swings, car seats, or other similar pieces of equipment? (Observe.) 100-24(11)					2
K119. Are infants always placed on their backs for sleeping (unless there is documentation from a health care provider for treatment of a medical condition)? (Ask and observe.) 100-24(13)					1
K120. Is sleeping equipment spaced a minimum of 2' apart when in use, or 1' apart if children sleep head-to-toe? (Ask and observe.) 100-18(10)					2, 3
Meeting Children's Needs					Level
K121. Do caregivers respond as promptly as possible to infants and toddlers who are in emotional distress due to conditions such as hunger, fatigue, wet or soiled diapers, fear, teething, or illness? (Observe.) 100-24(18)					2
Sanitation					Level
K122. Do caregivers wash their hands thoroughly with liquid soap and warm running water after using the toilet? 100-16(1)(a)-(i)					1
K123. Are all toys used by infants and toddlers cleaned and sanitized after being put in a child's mouth? (Observe.) 100-24(23)(a)-(c)					2
Discipline					Level
Do caregivers use any of the following discipline methods? (Observe for all.)					1
K124. Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort? 100-19(4)(a)					
K125. Restraining a child's movement by binding, tying, or any other form of restraint? 100-19(4)(b)					1
K126. Shouting at children? 100-19(4)(c)					1
K127. Any form of emotional abuse? 100-19(4)(d)					1
K128. Forcing or withholding of food, rest, or toileting? 100-19(4)(e)					1
K129. Confining a child in a closet, locked room, or other enclosure such as a box, cupboard, or cage? 100-19(4)(f)					1

INFANT / TODDLER CLASSROOM INSPECTION ITEMS	✓ = Compliance O = Noncompliance				
	Classroom				Level
CAREGIVER INTERVIEW QUESTIONS (For new caregivers hired since the Annual Announced Inspection)					Level
K130. What do you do if you suspect a child has been abused or neglected? If you report it to the director, how do you follow-up to ensure it is reported to CPS, if after discussion with the director you still suspect abuse or neglect? 100-8(11)(b)(i)-(ii) and 100-14(2)					1, 3
K131. Do you have any children in your group who have food allergies? 100-15(4)					1, 2
K132. How do you discipline children who misbehave? 100-8(11)(b)(i)-(ii), 100-19(4)(a), 100-19(4)(b), 100-19(4)(c), 100-19(4)(d), 100-19(4)(e), and 100-19(4)(f)					1, 3